

PILOT PROGRAM
PROCEDURES FOR FILING DOCUMENTS UNDER SEAL

1. File an Application to File Documents Under Seal:
 - A. If the Application itself is not to be sealed:
 1. File the Application electronically as with any other document and follow any applicable Local Rules or provisions of the Court's Standing Order
 - B. If the Application itself is to be sealed:
 1. Electronically file a Notice of Manual Filing
 2. Make clear in the Application that you seek to seal the Application itself
Please note: The title of the pleading will be placed on the public docket entry. For example: "Declaration of John Doe, Exhibit A." If approved, the document itself will be sealed and not viewable by the public, but the entry (title) will be viewable.
2. Send an e-mail to the chambers generic e-mail at DSF_chambers@cad.uscourts.gov
 - A. The e-mail must contain the following:
 1. A PDF version of the Application to File Documents Under Seal, any accompanying declarations, and a proof of service
 2. A Word Perfect or Microsoft Word version of the proposed order granting the Application. The proposed order must contain:
 - (i) The following language for the Court's use if the under seal filing is rejected:
— *Counsel shall publicly file the document(s);*
— *Counsel shall file redacted versions of the documents for public view. The Court will consider the unredacted mandatory paper chambers copy.*
 - (ii) An enumerated list of all documents to be filed under seal
 3. PDF versions of each document that you seek to seal. Each document must have the words "UNDER SEAL" in the caption. Each PDF must be named descriptively. Gibberish or otherwise non-descriptive PDF filenames may result in your application being rejected.
 4. A Word Perfect or Microsoft Word version of any proposed order(s) granting the underlying motion(s)
 - B. The subject line of the e-mail must include:
 1. The case number
 2. The words "UNDER SEAL REQUEST"
 - C. Any single e-mail must not exceed 10 MB. If you are submitting documents via e-mail that exceed a total of 10 MB, you must split your submission into multiple e-mails
3. If documents are to be redacted rather than sealed in their entirety, electronically file redacted versions of all sealed documents as if they were normally filed documents – i.e., in accordance with the Local Rules and the Court's Standing Order.
4. Deliver a blue-backed, tabbed (if appropriate) mandatory paper chambers copy of the documents listed above (together in one envelope) to Judge Fischer's box on the first floor of the Roybal Building by noon the following day.

MANDATORY CHAMBERS COPIES OF REJECTED DOCUMENTS WILL BE DESTROYED UNLESS COUNSEL CONTACTS THE CLERK WITHIN 5 DAYS TO RETRIEVE THE DOCUMENTS. ORIGINAL DOCUMENTS (SUCH AS BIRTH CERTIFICATES, DEEDS OF TRUST, ETC.) SHOULD NOT BE SUBMITTED UNLESS REQUESTED BY THE COURT.